

Application Information Checklist

For an application to be considered complete, you must include the following items.

Note that your application will not begin processing until items #1-4 have been received.

Items 1-4 must be sent to the board from the APPLICANT:

- 1) ☐ **Complete four (4) page application form** (Form EB-04)
- 2) ☐ **Original SER** (Form EB-13) - Signed by APPLICANT ONLY *
 - 1) Submit one complete copy of your SER with your application form.
 - 2) Provide copies to reference providers to co-sign (See #6 & #7 below)
- 3) ☐ **Completed Texas Engineering Professional Conduct and Ethics Exam Answer Sheet** (Form EB-01)
- 4) ☐ **\$250 Application Fee** (Don't forget the payment coupon with your check or money order.)

Item 5 must be sent directly to the board from the EDUCATIONAL INSTITUTION:

- 5) ☐ **Transcript(s)** (Transcript Request Form EB-29) *

Items 6 & 7 must be sent to the board by one of the following methods:

- ☐ - collected by applicant and sent in all at once with the application
 - ☐ - sent directly to the PE Board by the references themselves
(See Board Rule 133.51 for number of references required)
- 6) ☐ **Completed reference statement signed by reference provider** (Form EB-15) *
Each Reference Provider is REQUIRED to:
 - Place SER and REFERENCE STATEMENT in an envelope and seal it.
 - SIGN the flap of the envelope.
 - Place a piece of transparent tape over the signature for confidentiality.
 - Include a copy of pocket card or other proof of licensure if non-Texas PE
 - 7) ☐ **Copy of SER signed by applicant AND reference provider** (Form EB-13) *

8) Include the following if applicable:

Send with application:

- a) ☐ Written Request for Waiver of one or both exams
- b) ☐ Verification of Legal Name Change (due to marriage, immigration, etc.)
- c) ☐ Proof of TOEFL/TSE or signed statement from employer of proficiency in written & spoken English
- d) ☐ Translation of Foreign Degree
- e) ☐ Statement and copies of information related to Criminal Convictions

Send directly from Issuing Institution:

- f) ☐ Verification of Examinations (Prior FE and/or PE Exams) (Form EB-38) *
- g) ☐ Verification of Current License (in another jurisdiction) (Form EB-38) *
- h) ☐ Commercial Evaluation of Non-Accredited Degree *

* May submit NCEES Council Record in lieu of items marked with an asterisk